

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly **Meeting Date:** 16 April 03
Meeting Time: 1000~1245 **Meeting Place:** Kaizen No Yochi

Present: CO, BM, DRE, XO, RPAO, C130 (Recorder/ Facilitators)

Decision Made, Actions Planned, Tasks to be Done	Person Responsible
<p>1. Review of the Last Meeting Minutes: No change was made.</p> <p>2. 90 Day Action: <i>Goal 1-</i> In Progress <i>Goal 2-</i> In Progress <i>Goal 3-</i> In progress. <i>Goal 4-</i> In progress. <i>Goal 6-</i> In progress.</p> <p>3. CNFJ Seabee Study: LCDR King provided progress review. Team members provided some input to integrate the following in his presentation: a. Implementation timeline b. Detail slide focusing n Atsugi c. Break the data collection slide in to three slides on current and proposed actions CAPT Orndoff suggested LCDR King to brief to CAPT Eckstrom before briefing to CNFJ.</p> <p>4. Displaying CNO Safety Award Plaque: Team members reached consensus to have RADM Chaplin present the award on the day of Safety presentation on 2 July. The award will be displayed until formal presentation by the Rear Admiral.</p> <p>5. Other Agenda Items: Team members decided to get together in this week to discuss Officer Assignment Plan and Officer Mentoring Plan.</p> <p>6. Items of General Interests RE- Distributed the letter: CNFJ Strategic Utilities Initiative, signed by RADM Chaplin. He will forward it to Mr. Roark, CAPT Beary and RADM Johnson. RPAO- Thank you for CAPT(S) Hemstreet for signing INFADS Change letter. XO- For PWC Japan Change of Command, need to invite RADM Chaplin, so he can forward the invitation to RADM Ruehe. DRE- 1500 today BLMs are getting together for Diego Garcia. CDR Fulton will be there too.</p>	